



DFRC Travel Manager NewsFlash #3

(January 8, 2003)

Local Voucher Routing Lists:

Please verify the routing list on local vouchers as well as with regular vouchers. There is still the option to have supervisor and domestic routing lists for local vouchers and the correct routing list is necessary to get the document where it needs to go.

Invitational Travel:

If the traveler is NOT a Dryden employee but they are a civil service employee (from another NASA center), then use a small letter designator (example: 240-00-0000h for a HQ employee) see standard procedures guide for further details. If the traveler is NOT a civil service employee, then they are to be treated like regular invitational traveler (example: 240-00-0000i not a NASA civil service employee).

Standard Procedures Guide:

The Agency Standard Procedures guide contains important step-by-step information for various different topics and should always be referenced before calling the help desk. The Agency Standard Procedures guide is regularly updated, for the latest version of the Agency Standard Procedures guide go to: <http://www.ifmp.nasa.gov/modules/travel/keydocs.html> last updated 12/17/02.

Personal Preference in Other Authorizations Area:

ALL travel is prepared and approved based on the regulatory approved method of travel, usually called "preferred mode." This includes airfare and ground transportation to/from the airport. If applicable, it may also include rental car expense at the TDY. Even if the traveler is taking POV or diverting from the "direct" route, the trip should be prepared in TM as if he/she were traveling by preferred mode. DO NOT include POV mileage for the actual driving in the estimate; use only preferred mode transportation. Select one of the Personal Preference Other Authorizations and add comments to help reviewers and approvers understand the plans of the traveler. Indicate for example that the traveler will actually be using POV or diverting from the direct route. Also include in the Other Authorizations that reimbursement will be limited to the preferred mode.

On the Traveler's return a Constructed Voucher should be prepared, you should follow the directions in your Manual to prepare Trip 1 Voucher (based on preferred mode), and Trip 2 Voucher (Actually used method of travel) to determine what the traveler is actually to be reimbursed (preferred mode or actual, whichever is less).

If you have any questions or have any topics you would like information on please email biss@mail.dfrc.nasa.gov